

ERIE COUNTY DEPARTMENT OF SOCIAL SERVICES

QUESTIONS & ANSWERS REGARDING RFP # 1605VF: BPS SCHOOL-BASED PREVENTIVE SERVICES

Questions submitted via e-mail and in person at the Bidder's Conference on February 24, 2016

QUESTION		ANSWER
1.	Are references just a list or and actual letter of reference?	All that is required is a list (with contact info if possible). You may voluntarily submit a letter from each of your references instead, if you wish.
2.	I don't see any requirement for a Board Letter of Support. Did I miss something?	The review committee is requesting that you DO include a Board Letter of Support with your submission.
3.	What should a new vendor put in for the 2015 Contract amounts?	If you were the holder of this contract in 2015, list the amount you received. If you were not, you do not need to put an amount.
4.	Is the funding amount, \$3,541,579, inclusive of any client service dollars (flex funds)? If so, is there a particular amount of money dedicated to client service dollars?	The amount of funding for this program does include a provision for flex funds, amounting to approximately \$1,000 per Family Support Specialist.
5.	How many youth and families require translation services?	It will vary. We know that approximately 13% of Buffalo's population is comprised of immigrants/refugees. We are asking that the successful proposer plan for accommodating language interpretation when it is required.
6.	Appendix B of the RFP requires staffing detail support for Administrative Overhead (Salary, fringes, etc.). For agency Indirect Administrative Overhead such as staffing and related expenses in supporting departments (Finance, HR, Information Systems, Compliance, Public Relations, etc.), is it acceptable to include the expensed-based ratio/value allocation of these total indirect costs in the "Other" category under Administrative Operating Expense? For example, agency-wide indirect administrative costs may total 2.5 million inclusive of many staff and related expenses, but only a small percentage allocation would be applicable for this program.	If an agency utilizes a standard agency wide methodology for the allocation of Administrative/Overhead expense, they may enter their calculation in Table 3 on the Other line. The agency should attach an explanation of the methodology for DSS review. The Administrative/Overhead expense still must not exceed 15%. More details on the administrative/overhead expense may be required for final contract budget purposes if the agency using this method is awarded the contract.
7.	Can we see the financials for the 2015-16 provider?	Financial details are available by emailing Judith.Kolmetz@erie.gov and requesting them.
8.	When will the new contract take effect?	We are looking at a July 1, 2016 date to begin the transition to the new provider.
9.	How many staff are required?	55 Family Support Specialists, 6 Supervisors, and 1 Data/Compliance Supervisor. The selected agency and Say Yes will collaborate on hiring a program director, a new position, with oversight of the contract/program. This individual report to the Executive Director of Say Yes, and the President/CEO of the selected agency. The President/CEO of the selected agency will also be required to sit on a governance team to manage the contract. IT and HR support will need to be provided by the selected agency, and it is recommended an individual is assigned or hired to manage those components of the contract.

10.	Can personnel be shifted around to accommodate higher needs in particular schools?	There will be a floater Specialist that can help out in areas with higher needs.
11.	Does the Family Support Specialist play a role as a facilitator for other services in the school?	To an extent, yes. However the Family Support Specialist has their own role, and should not be used as “extra help” or a “gopher” by other school programs. The Family Support Specialist will encourage students/families to participate in other programs that will benefit them; i.e. all children in the caseload should plan on attending the Afterschool Program.
12.	Will the schools share information about the students with the Family Support Specialists?	Yes. Say Yes Buffalo has a data-sharing agreement with the Buffalo Public Schools that ensures them access to student records.
13.	How should the electronic proposal be submitted?	The electronic proposal should be submitted via CD or flash drive. It is not advisable to email the proposal.
14.	How is the contract funded?	These services are funded using the same formula as Traditional Preventive services. The difference is that SAY YES will fund the local portion.